

Student Employment Position Descriptions

Administration & Finance Student Worker

Supervisor: Tina Barlett-Bearup

Location/Office: Administration & Finance Office

Job Description:

The student worker in the Administration & Finance office performs routine clerical duties including, but not limited to, answering the telephone and taking messages, filing, scanning and indexing documents, designing and entering data into spreadsheets and databases, preparing form letters and labels using mail merge functions.

Skills:

Good communication and time-management skills, understanding of confidentiality, proficiency in grammar and spelling, basic mathematics, and experience with Microsoft Office Suite or similar software.

Athletic Department Student Worker

Supervisor: Jeffrey Wiley, John Northrop & Rachael Riordan

Location/Office: Athletic Department & Fitness Center

Jefferson Community College students wishing to work in the work-study program for the Athletics Department perform many daily and weekly tasks. There are three distinct work areas in the Athletics Department work load including field/gym maintenance, game management, and fitness center staffing.

Job Descriptions:

1. **Field/Gym Maintenance:** Students will work with the Athletic Department preparing athletic grounds and equipment for use. This will include maintenance painting athletic fields for practice and games, painting archery grids for class, and cross country marks along the running trails. Students will also help with field care on the baseball, softball, soccer, and lacrosse fields.
2. **Game Management:** Students will work with the Athletic Department and Recreation Assistants running Jefferson athletic events. Events include soccer, lacrosse, basketball, and baseball games. Work will involve video recording, clock management, audio control, concession management, crowd management, set-up, and take-down.
3. **Fitness Center Staff:** Students will work with Athletic Department and Recreation Assistants with the daily activities involving Health and Wellness. Students will be provided with a free CPR & AED course to be certified to work under New York State regulation. Daily work in the Fitness Center will include cleaning, orientation of new members, filing memberships, and controlling membership login.

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Desired Skills:

Ability to work with diverse populations
Ability to work in a team
Ability to work independently
Self-Motivation
Flexibility
Understanding of leadership and organization structures
Strong communication skills
Works well with Faculty, Staff, Students and Coaches
Show mature and professional manners
Ability to lift heavy objects and perform work requiring physical effort
Ability to understand and follow simple oral and written directions
Ability to get along with others
Willingness to be exposed to dust, dirt, grease and grime
Dependability, honesty, positive work ethic
Current Student at JCC

The work-study program in the Athletics Department is a great opportunity for students that would like to get involved with college athletics, health & wellness, and sport management.

BEyond Barriers: Student mentor for Single Parents

Supervisor: Rebecca Small-Kellogg & Carly Schwarz

Location/Office: Collaborative Learning Center

Job Description

SUNY Jefferson and the BEyond Barriers Mentor Program is looking for an exemplary student who is also a single parent to serve as a mentor to other single parents attending college.

Qualifications:

Must have been an undergraduate student at least one semester
Have a minimum GPA of 2.0
Must be outgoing, sociable, approachable, trustworthy & reliable
Have strong communication skills
Must be self-motivated with a positive attitude
Must be willing to learn about different cultures

Responsibilities/Duties:

Volunteer to help students succeed at SUNY Jefferson
Develop & Maintain relationships with single parenting students
Provide mentees with support and referrals as needed
Serve as a role model for mentees
Perform all assigned duties

*The student mentor must be available to attend training in late August for two weeks prior to the start of the semester and commit to working approximately 6 hours per week during the semester.

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Campus Safety and Security

Supervisor: Barbara DeLosh & Wes Hissong

Location/Office: Campus Safety and Security, CLC

Job Description

Looking for students in good academic standing to assist the department of Safety and Security with non-threatening tasks during high volume times. Ex. Start-up weeks, orientation, training days – etc.

- Parking lot and traffic flow attendees
- Parking tickets
- Routine patrols on campus to assist with door openings, student assistance
- Safe walks (non-emergency)
- Other duties as assigned by Director of Safety or designee

Child Care Aide

Supervisor: Roxy Silsby

Location/Office: Campus Care

Duties include, but are not limited to, helping the teachers prepare their classrooms for lessons, preparing and serving snacks, helping to keep the rooms clean, helping the children get ready to go outside, and going outside to help supervise the playground. This position will include playing and interacting with the children.

Must be receptive and patient with pre-school children.

Hours will be scheduled around your class times.

Facilities Student Worker

Supervisor: Bruce Alexander

Location/Office: Facilities Office

Description:

This routine and repetitive physical work involves the performance of building cleaning and maintenance tasks. The work is performed under the supervision of an immediate supervisor. The incumbent does related work as required.

Examples of Work:

General cleaning of: floors, walkways, stairs, windows, doors, walls, and bath fixtures

Custodial work: sweep, vacuum, mop, polish and/or wash

Collect and dispose of trash, recyclables, and empty waste bins

Move and/or load/unload deliveries, furniture, supplies and equipment

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Setup furnishings and equipment for events
Dust and/or polish furniture and fixtures
Performs other custodial tasks as needed
Assist with painting and finish work
Assist tradesmen in various maintenance work tasks
Grounds work: general cleanup, mowing, trimming and weeding

Desired Skills:

Valid NYS Drivers License
Working knowledge of common cleaning methods, materials and equipment
Working knowledge of routine maintenance tasks
Ability to operate utility vehicles
Familiarity with the use of cleaners and maintenance equipment
Ability to understand and follow simple oral and written directions
Ability to lift heavy objects and perform work requiring physical effort
Ability to get along well with others
Willingness to perform routine cleaning and other physical tasks
Willingness to be exposed to dust, dirt, grease and grime
Dependability, honesty, positive work ethic

Front Desk Office Assistant

Supervisor: Laurie LaMora

Location/Office: Student Success Services

Duties include scheduling appointments for Student Success Services professional staff, general office duties to include filing, folding letters and stuffing envelopes for mailing, answering the phone, copying, running errands on campus, assisting students/customers at the front desk, assisting with events, and other tasks as assigned. See Front Desk Staff in the Collaborative Learning Center (15-101) for a full job description.

Qualifications:

Experience in customer service, answering phone and reception, Microsoft Word, Excel, PowerPoint, office machines a plus. Please list on resume computer programs skilled in.

Desired Skills:

- Excellent oral and written communication skills
- Ability to work with diverse populations
- Ability to work in a team
- Ability to work independently

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- Self-motivation
- Understanding of leadership and organization structures
- Community spirit
- Flexibility

IT Computer Lab Consultant

Supervisor: Greg McBroom

Location/Office: JCC Open Access Computer Lab

Join our IT Support Staff as an Entry Level Tier I Student Consultant; who are encouraged to learn and advance themselves to a Tier II Student Tech. Tier I duties include: assisting students in the general operation and functioning of a personal computer as used in the Open Computer Lab (Room 6- 204), as well as troubleshoot any minor problems that may be encountered. Workers will maintain a suitable quiet environment for students to study and are expected to adhere to, as well as enforce, all of our imposed policies. Workers will walk around regularly monitoring the lab for policy violations; and will maintain all printers (with paper & toner), log & track loaned equipment, clean PC's and various other duties as assigned. They will be required to answer our lab phone and assist caller or direct calls to a IT staff member or Tier II Tech; to resolve these issues. Level II duties will be discussed upon being hired. Residence Hall students are encouraged to apply. [A Maximum of 15 scheduled hours are allowed per week, however fewer may be scheduled dependent on availability]. Pay rate is current NYS minimum wage!

Qualifications:

Excellent customer service & interpersonal skills are a must. Good phone etiquette is also a necessity. A basic knowledge of computers, Windows 10 environment and the internet is helpful. Ability to perform very basic functions in Windows 10 and MS Office 2013 applications (Word, Excel & PowerPoint) a plus. Ability to remind patrons to follow our policies when any are being violated or ignored.

Desired Skills:

Microcomputer

Customer Focused

Customer Service

Works well with students

Communication Skills

Customer Oriented

Library Student Worker

Supervisor: Robin Booth

Location/Office: JCC Library

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Perform library circulation functions and aid library patrons, using computers, library software, and online catalogs. Re shelf books, media and other items in their proper collections and order, using Library of Congress call numbers. Use and instruct patrons in the use of the computers, printers and book scanner. Filling printer trays with paper. Provide basic instruction to patrons in how to use the online book catalog and locating items on the shelves. Assist patrons with various questions and directing them to the proper staff, librarians or tutors as necessary. Answer telephones, take messages and direct calls in a courteous, professional manner. Cleaning tasks such as dusting and cleaning tables, shelves and other objects with dust cloths, cleaning sprays or wipes. Physical tasks include but are not limited to: walking, lifting, carrying books, climbing and descending stairs and pushing carts of books. Various other library-related tasks that may arise during daily operations

Desired Skills:

Dependable Team Player

Attention to Detail

Computer

Highly Reliable

Punctual

Confidentiality

Professionalism

Clerical Skills

Customer Service

Mature and Professional manners

Office Aide

Supervisor: Tim Maloney & Corrie Peckham

Location/Office: The WorkPlace, 1000 Coffeen Street, Watertown, NY 13601

General Duties:

- Assist customers in the Resource Room with resumes, online job applications, basic computer skills, and general workforce-related questions.
- Monitor customer computer usage in the Resource Room.
- Assist with packet collation for various programs.
- Telephone customers to remind them of workshops or to ascertain information needed by staff.
- Create forms, documents, and spreadsheets.
- Perform copying, faxing, filing and typing duties.
- Front desk coverage for receptionist during breaks and time off. Front desk duties include answering telephones, answering questions and checking in customers.
- Assist with special projects as needed such as: assisting with research, representing the agency at functions such as job fairs, and performing mailings.

Qualifications:

- Customer service skills

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- Basic computer skills
- Business casual attire
- Eligible to participate in the Federal Work Study Program
- Current student at JCC

Office Assistant

Supervisor: Edie Roggie

Location/Office: JCC Foundation

General Duties: Clerical support to include general office assistance such as:

- Type, file, label, copy, and collate
- Data entry and management
- Work with Excel spreadsheets, Word documents, and other desktop publishing programs
- Work with campus BANNER program
- Review and record inventory
- Prepare mailings
- Run campus errands
- Answer phones, provide accurate information to constituents
- Update information on social media and web sites
- Assist with planning, implementing, and promoting events
- Work with confidential information
- Provide assistance during events
- Other duties as assigned

Qualifications:

- Be reliable and punctual, and pay strong attention to details
- Dress appropriately for the administrative office environment
- Use discretion and judgment when reviewing confidential information and maintain the confidential nature of information viewed
- Eligible to participate in the Federal Work Study Program
- Current student at JCC

Desired Skills:

Attention to Detail

Reliable

Organized and resourceful

Orientation Leader

Supervisor: Katie Korman

Location/Office: New Student Services/Student Leaders Office

Description

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Orientation Leaders are key members of the New Student Services team. They assist with deliberate programming and service efforts designed to facilitate the transition of new students to the College, prepare students for the College's educational opportunities and student responsibilities, and initiate the integration of new students into the intellectual, cultural, and social climate of the campus community.

Main Programs:

- New Student Orientation
- Extended Orientation
- Welcome Week

Desired Skills:

- Excellent customer services skills.
- Attend required student leader trainings, college events, and office meetings.
- Effectively communicate with faculty, staff, students, family members, and student clubs / organizations.
- Prepare necessary supplies and materials for events.
- Promote programs on campus and register students for specific sessions.
- Knowledge of MS Office to include Word, Excel, and PowerPoint.
- Excellent oral and written communication skills.
- Ability to work with diverse populations.
- Ability to work in a team.
- Ability to work independently.
- Self-motivated.
- Understanding of leadership and organization structures.

- Community spirit.
- Ability to be flexible.
- Maintain regular office hours.
- Ability to handle multiple responsibilities.
- Interact appropriately and professionally within an office setting.

Science Stockroom/Lab Support Student Worker

Supervisor: Bill McMahon

Location/Office: Science Lab 2-111

Job Overview:

Student will assist in aspects of lab preparation and teardown. Assist in cleaning, maintenance and calibration of laboratory glassware and equipment. Student will also aid in the preparation of solutions and laboratory reagents; assist in the preparation of experiment media and assist staff & faculty members in setting up classroom demonstrations. Position often requires repetitive tasks such as washing dishes, cleaning models, filling tubes and organizing/inventorying microscope slides. Lab/Stockroom work environment is fast paced with many interruptions from faculty, staff and students. Generally, 1 or 2 positions available per year. Hours per week dependent upon budgetary approval, generally 8 to 10 hours per week.

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Qualifications:

Applicant should be a dependable, hardworking and maintain attention to detail. Position requires customer service mindset. Student should be reliable, friendly and able to make independent decisions (& follow directions with minimal supervision). Students that have taken coursework in chemistry, general biology and/or microbiology are preferred. Students with a career goal in science or allied health are encouraged to apply. Additional skills include knowledge of pertinent laboratory terminology, procedures, and equipment. Experience/working knowledge of basic principles of chemistry and biology.

Social Media Coordinator

Supervisor: Leslie DiStefano/Pam Dixon

Location/Office: JCC Marketing & Public Relations

This is a marketing and communications position for a student who has a specific interest in social media marketing and communications, public relations, writing and/or photography.

General Duties:

- Creating content for College social media accounts
- Pictures of students, events, etc.
- Post JCC content on Facebook
- Attend and take photos at campus events
- Proofread College publications & website documents / provide Student Perspective
- Possible news magazine article writing (Student Perspective)

Qualifications:

- Interest in social media and advertising
- Comfortable writing and taking photos for social media
- Must be outgoing and willing to talk with peers
- Proficient in Microsoft Word & Excel
- Interest in marketing/advertising/public relations helpful!
- Work Study Eligible

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- Proficient in Microsoft Word & Excel
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- Work Study Eligible

Desired Skills:

Social Networking
Social Media
Marketing

Student Ambassadors

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Supervisor: Amy O'Donnell & Chelsea Monroe

Location/Office: Enrollment Services

Student Ambassadors provide critical help to prospective, new, and returning SUNY Jefferson students at our one-stop Enrollment Services office. Enrollment Services includes Admissions, New Student Advising, Financial Aid, Registrar, and the Equal Opportunity Program.

Ambassadors have the chance to meet new people and develop leadership, project management, and communication skills. The program allows Ambassadors to develop a set of professional office skills, work on important projects, earn money, and help their fellow SUNY Jefferson students.

Desired Skills:

Dependable Team Player

Solid computer skills

Confidentiality

Effective verbal and written communication skills

Project Management

Organization & prioritization skills

Enjoy Working with People

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